



Territorial Resource Stewardship
LITTLE SHUSWAP LAKE BAND
1886 Little Shuswap Lake Road
Chase, BC V0E 1M2

JOB DESCRIPTION – Research Assistant

The Organization:

The Little Shuswap is also traditionally known as Skwlax, which translates to Black Bear in Secwepemcstín, the traditional language. Little Shuswap Lake Band has unique vision and drive. Little Shuswap has not only led the way in tourism within the Shuswap region, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa and Little Shuswap Gas Station has helped promote Secwépmc culture, and allowed the Little Shuswap community members to develop world class accommodation and leisure activities. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward. Little Shuswap utilizes the Financial Management System certified by the Financial Management Board.

We are looking for a support person to continue developing our Nation in the Research Assistant position here at Little Shuswap Lake Band in Chase, BC. If you are someone who values culture, prosperity, and engagement, we want to hear from you.

The Opportunity: A Day in the life of the Research Assistant

Archival and digitization assistant, involving the review, digitization, and archiving of all filed documents and audio-visual holdings in TRS. This position includes a possible extension to research support with ongoing TRS project, as needed, involving working with Little Shuswap Knowledge Keepers to research the historical use of lands, natural resources, and waters in Secwepemc (specifically the Little Shuswap) territory Skwlax'ulucw and Silketwa. You will:

- Data-Gap analysis:
 - Cross referencing all hard copy filed documents and audio-visual holdings in TRS and C-Can with current research holdings in CKK;
 - Scanning documents;
 - Arranging for transcription of audio-visual holdings where needed;
 - Developing filing system for organizing and quick retrieval of digital documents from CKK.
- Collaborate with the research team to provide administrative and planning for the day-to-day tasks;
- Possible research support involving community-based interviews, digital mapping, coding, data analysis, report writing;
- Work with the research team on producing Secwepemc place name maps and fieldwork for Google Earth maps and GIS as needed; and
- Other duties as assigned within the scope of the project.



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Requirements: What you bring to the organization:

- Experience setting up archival databases
- Transcription
- NVivo Qualitative Software knowledge
- Video production and editing
- Mapping experience (Google Earth)
- Excellent computer skills and proficiency with Microsoft Office Suite (Word, Excel) and various media programs and equipment

Our “Must Haves” that make you great:

- Qualitative research interviewing
- Working in collaborative research team
- Planning and administrative experience for projects
- Secwepemc language and cultural knowledge

What we will provide:

- Full-time – Temporary role
- Growth opportunities
- Competitive salary is commensurate with education, skills and experience.

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: gbowering@lslb.ca
Fax: 250.679.3220
In person: Little Shuswap Lake Band office
1886 Little Shuswap Lake Road
Chase, BC V0E 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. **This posting was posted on September 14th, 2021. Deadline for applications will be September 28th, 2021.**



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NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.